

# FUTURE FISHERIES IMPROVEMENT PROGRAM

## Grant recipient instructions

### OVERVIEW

Once the Future Fisheries Review Panel makes funding recommendations and the Fish & Wildlife Commission make their final funding decision (February for the December 1<sup>st</sup> deadline, August for the June 1<sup>st</sup> deadline), funding is available when Program requirements have been met.

Things to complete and send to the FFIP officer *prior* to the start of work:

- ✓ **An environmental analysis**
  - This can be in the form of an Environmental Assessment decision notice, NEPA decision notice, notation of the categorical exclusion used, or a document showing another form of exemption.
  - These can be completed by the FFIP officer, a local biologist, the project applicant, a landowner, or a federal partner. If it has been completed and sent to the FFIP officer, you do not have to take further action.
- ✓ **State Historical Preservation Office (SHPO) clearance** (if needed). Please allow SHPO to comment on your project during environmental review, if applicable.
- ✓ **Before photos** (digital are preferred, sent to the FFIP officer)
- ✓ **Project Agreements** (see below)

### Project Agreements

Project Agreements are a mandatory component of the FFIP. **They must be completed before any work is performed.**

- FOR THE APPLICANT (APPLICANT AGREEMENT)
  - These agreements are between FWP and the project applicant. They cover the project scope and the commitment of funds. These agreements are written by the FFIP officer and the applicant should read them thoroughly. If there are necessary changes, the applicant and FFIP officer must come to an agreed-upon solution before obtaining final signatures.
  - The time period of the agreement is typically 20 years. If the agreement is shorter than 20 years, the panel must approve the deviation.
  - The agreements are first reviewed by FWP's legal staff. They are then sent to the applicant for signature. After the applicant has signed the agreement, it must go back to the FFIP officer for director's signature.
  - The FFIP officer will send an electronic copy of the fully executed agreement to the applicant.
- BETWEEN THE APPLICANT AND LANDOWNER (LANDOWNER AGREEMENT)
  - If the applicant is the landowner, a landowner agreement is not required.
  - These agreements are between the applicant and landowner and must cover the following topics:
    - The landowner agrees to allow the project to occur on his/her property.

- Any other applicable information. If the landowner is to maintain the project, the agreement must show that commitment.
  - Landowner agreements with the U.S. Forest Service have a unique protocol, please consult the USFS grant officer and/or FFIP officer. They will likely require the use of a participating agreement + modification.
  - Draft landowner agreements are available from the FFIP officer or on the Future Fisheries Webpage under “Approval & Grant Facilitation” and section number 5: Project Facilitation. <http://fwp.mt.gov/fishAndWildlife/habitat/fish/futureFisheries/grantFacilitation.html>
  - The applicant may use their own landowner agreement, but the FFIP officer must approve its use.
- Project agreements must be signed and fully executed prior to initiation of project activities.

## Things to complete and send to the FFIP officer *during* project construction:

### ✓ **Invoices and receipts**

- When requesting reimbursement, please be clear and provide written documentation including (as a letter or invoice):
  - Amount of funds requested.
  - Who is being reimbursed, including the address of where the funds should be sent.
  - Description of work completed.
  - Receipts showing work completed (itemized invoices work great).
- Make sure the requests for reimbursement are for items approved by the Fish & Wildlife Commission and/or are listed in the project agreement. The items and amounts approved must be the only allowable costs.
- Up to 90% of the total project grant can be requested prior to project completion. The final 10% can be released once the completed project has been inspected by the FFIP officer or designated FWP staff.

### ✓ **Photographs**

- ✓ **Status updates** We appreciate information on project progress. Give the FFIP officer a call or send an email. If you are preparing documents for other funders, please send the FFIP officer a copy. If your project has run into a problem, please let us know.

## Things to complete and send to the FFIP officer *after* project completion:

- ✓ **Final request for grant funds:** Once the project is completed, expenses can be reimbursed in full (after inspection).
- ✓ **Project completion photos** and any applicable final reports or monitoring.
- ✓ **Provide a detailed summary** of the work completed and funds spent **OR** fill out a “**Project Close Out Form**” (also found on the FWP webpage above) for the project with summary information. This provides the FFIP officer with a summary of the project and identifies any changes that are important for project records.